



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MENDOCINO
CLASSIFICATION SPECIFICATION**



CLASS TITLE	STAFF DEVELOPMENT SPECIALIST
CLASS CODE	861116
REPORTS TO:	ASSISTANT COURT EXECUTIVE OFFICER
FLSA STATUS	N

JOB SCOPE AND DISTINGUISHING FEATURES:

This is a specialized classification. Incumbents, under general direction, plan, organize, develop, and conduct one or more training segments of a technical nature in a Staff Development Program; assists in organizing, developing, coordinating and planning a variety of training activities; and to do related work as required. This classification will write technical procedures as related to various Court processing functions and completes assignments requiring technical expertise within the areas of specialty and function.

This class is characterized by the incumbent's responsibility to learn to perform technical level teaching assignments in subject areas that may require considerable experience in the area(s) being taught. However, the subjects taught do not require the incumbents to possess considerable formal training and/or education. When this position is not being utilized as a trainer it will be expected to function in a courtroom clerk or process clerk capacity. This position may lead and/or direct the work of others. There are no supervisory responsibilities in this classification.

Impact is significant and affects workflow and the quality or timeliness of internal/external customer service. Completes a broad variety of assignments, requiring high levels of coordination and influencing others outside of the department (e.g. coordination of local and inland staff and managers for training regarding court processes).

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Develops, coordinates and conducts one or more segments of a staff development program.

Trains staff in techniques, policies, procedures, regulations and laws governing agency/department operations for which the incumbents are responsible.

Conducts and coordinates new employee orientation, affirmative action and cultural awareness training and similar programs presented to agency/department staff.

Works with subject matter specialist and consultants in planning training content, selecting training methods and materials, and scheduling training programs.

Prepares and assists in writing proposals and plans.

Prepares training schedules, arranges for special presentations by subject matter specialist and selects locations for training.

Conducts evaluation studies of training programs to determine their effectiveness and how it may be increased.

Reviews related literature and makes recommendations for circulation and inclusion in staff development library.

Develops special reference materials and training program content in order to meet staff training needs in specialized areas.

ADDITIONAL JOB FUNCTIONS (NOT CONSIDERED ESSENTIAL)

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Lap Top
VCR

Typewriter
LCD Projector

General Office Equipment
Overhead Projector

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED;

Five (5) or more years in an increasing responsible position in the Court, with knowledge of all facets of courtroom proceedings or,

A combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. Incumbents shall be qualified by technical education, training, and/or experience appropriate to their teaching assignments.

Licenses and Certifications:

Typing/keyboarding certificate, less than four years old, showing a minimum of 40 words per minute.

Possession of a California Driver's License or the ability to travel from one court location to another as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: Applies technical expertise of a particular aspect of the court's administration or operations.

Knowledge of:

Principles, practices and procedures of various operations in agency/department assignment (may be required for some positions)

Techniques and principles of employee training, the learning process and individual and group teaching methods.

Principles of organizations and administration.

Skill in:

Operating and routine maintenance of general office machines such as copiers, facsimile machines (FAX), and telephone systems.

Skill in the operation of personal computers and the use of specified computer applications, such as word-processing and spreadsheets.

Communicating orally and in writing with internal staff and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to work rapidly and accurately in a fast paced, high-pressure environment.

Ability to communicate effectively and deal with people of diverse socioeconomic backgrounds and temperaments.

Ability to demonstrate tact and diplomacy.

Ability to read and comprehend instructions.

Ability to work with both large and small groups.

Ability to learn quickly and apply the fundamentals necessary to plan, organize, conduct and evaluate group-training activities.

Ability to write and edit training materials and develop audio/visual aids and other instructional material.

Ability to speak effectively and convey ideas clearly while leading group discussions and training sessions.

Ability to identify trainee learning patterns and problems.

Ability to establish rapport and cooperative relationships with representatives of other divisions, departments and agencies and subject matter specialist.

Ability to organize own work, set priorities, and meet critical deadlines.

Ability to ascend and descend stairs while carrying files, exhibits, documents, case buckets, supplies, equipment, etc.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Physical ability to lift light articles, sometimes weighing up to 20 pounds and carrying of objects weighing up to 20 pounds; pushing and/or pulling objects weighing up to 20 pounds. Some duties may require carrying files through hallways and negotiating stairs. Lifting positions may be from the floor to the waist, and/or from the waist to an overhead position.

Work is performed in an office and/or courtroom environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.